



# State of New Jersey

## Department of Human Services

**Philip Murphy**  
Governor  
**Sheila Y. Oliver**  
Lt. Governor  
**Sarah Adelman**  
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

<b>JOB POSTING NUMBER</b>		201-22	<b>ISSUE DATE</b>	5/17/2022	<b>CLOSING DATE</b>	5/31/2022
<b>TITLE</b>		Coordinator, Health Care Facilities Analysis				
<b>LOCATION</b>		Division of Management and Budget Office of Finance 222 South Warren Street Trenton, NJ 08625	<b>RANGE</b>	S31		
			<b>SALARY</b>	\$89,935.67 - \$128,451.98		
			<b>OPEN TO</b>	CURRENT STATE EMPLOYEES		
<b>DEFINITION</b>		Under the direction of the Assistant Director, Office of Finance, or other higher supervisory officer in a State department or agency, is responsible for coordinating and supervising Reimbursement activities in a New Jersey health services program; does other related duties as required.				
		The Coordinator, Health Care Facilities Analysis will be assigned to manage the Cost Allocation Planning and Analysis Unit within the Department's Office of Finance. The Unit is responsible for developing and recommending federal cost allocation plans for the Department, its Divisions and various other State and County entities in order to maximize federal reimbursement for the State. The Unit is also responsible for oversight of federal audit activities, and resolution of federal deferral and disallowance actions that impact reimbursements.				
		Manages the development, revision, and monitoring activities related to administrative cost allocation plans for the Department and its Divisions to ensure continued compliance with federal requirements and continued receipt of Medicaid reimbursement for administrative expenditures incurred by State and County entities.				
		Manages unit staff in the planning, organizing and direction of the quarterly review of all Department Management personnel cost center assignments to facilitate proper administrative claiming.				
		Manages and coordinates unit staff responsible for the review, development and revision of plans, policy applications and administrative claims.				
		Manages staff that organize, compile, analyze and disseminate quarterly statistics to be used by all Departmental claim preparers to allocate costs contained in their individual cost allocation plans. Review quarterly to ensure statistics are in conformance with federally approved methodology.				
<b>REQUIREMENTS</b>						
<b>EDUCATION</b>		Graduation from an accredited college or university with a Bachelor's degree including or supplemented by 18 credit hours in accounting, finance, economics, statistics or management.				
<b>EXPERIENCE</b>		Five (5) years of professional experience in analyzing and evaluating the budget, organization and administrative practices of a large health care facility, organization, or agency, two (2) years of which must be in a supervisory capacity.  <b>NOTE:</b> A Master's degree in public administration, business administration, hospital administration, finance or accounting may be substituted for one (1) year of nonsupervisory experience as indicated above.				
<b>NOTE</b>						
<b>NOTE FOR FOREIGN DEGREES</b>		Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				
<b>LICENSE</b>		Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.				
<b>IMPORTANT NOTICE</b>						
<b>RESIDENCY</b>		Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who				

	were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.
<b>NOTE</b>	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.  <i>All State workers are required to be fully vaccinated or submit to weekly COVID testing as of October 18<sup>th</sup>, 2021. To comply with that requirement, fully vaccinated staff must provide proof of vaccination status</i>
<b>DRUG SCREENING</b>	If you are a candidate for a position that involves direct client care in one of the Department of Human Services' hospitals or developmental centers, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.
<b>FILING INSTRUCTIONS</b>	
Forward a cover letter and resume electronically to: <a href="mailto:DHS-CO.Resumes@dhs.nj.gov">DHS-CO.Resumes@dhs.nj.gov</a>	
You must include the Job Posting # in the subject line of your email.	

**New Jersey Department of Human Services is an Equal Opportunity Employer**